

**Space Family Education, Inc.
Board of Director's General Meeting**

February 15, 2007

Safety Report

Director & Vice President

Injury Incident: A child fell on a block toy and cut his lip. The child was taken by his parents to a doctor and pediatric dentist. The injury required 4 stitches. Teeth were ok. Parents did not take issue with the incident and felt it was just an accident. Child was back at the CCC the next day.

Close Calls: A close call was submitted regarding parking in the no-parking zone in front of the CCC. From the close call report, it was unclear exactly what area was of concern. Debbie B. will follow up with the submitter and, once clarified, will work the mitigation. Gloria C. recommended including a diagram illustrating JSC CCC parking restrictions in the open house package provided at the beginning of the school year. Parking information is contained in the parent handbook but it should be reinforced.

Director's Report

Staffing

Resignations: None.

New Hires: None.

Other:

Dianna R. will be attending an off-site workshop beginning tomorrow and running through the weekend as part of a program to obtain her Child Care Director Certification.

To raise teacher morale, a parent suggested that a small budget be set aside for appreciation awards for the staff such as pins, certificates, "teacher of the month" plaque, team spirit awards, etc. Gloria C. will provide a catalog of items to Dianna R.

Operations

FACILITY MAINTAINANCE

Heater: At the time of this meeting, the JSC CCC heater was not working. NASA maintenance was contacted and the issue is expected to be resolved expeditiously.

Washer/Dryer Units: There are two, stacked washer/dryer combination units at the CCC that were purchased when the new CCC opened, 8 years ago. For over 1 month, the washing machine in 1 unit and the dryer in the other unit have not been working. CCC staff members have been taking CCC laundry home at night to wash. Attempts have been made to get the units repaired through NASA. Debbie B. will follow up and determine what the status is. Rather than repair, it might be better for the CCC to independently purchase new units. Debbie B. will assess.

Laminator: The handle on the laminator has been fixed. The repairman noted that the laminator is old but still in good shape. Dianna R. will assess whether to extend the service contract on the current machine or purchase a new one.

SPECIAL EVENTS

Tooth Fairy: The tooth fairy comes to the CCC tomorrow to discuss dental health. Dianna R. will verify badging for her to get on site is in order.

Valentines Parties: All celebrations went well. Valentine baskets will be raffled off tomorrow, February 16, 2007, at 4pm.

Mardi Gras: A Mardi Gras parade was held at the CCC last Friday. All went well.

Rodeo Week/Go Texan Day: Rodeo week is next week, February 19-23, 2007. Trail riders will be riding through NASA and camping at the Gilruth Center on Tuesday, February 20. A rodeo clown will visit the CCC at 9:30a on Wednesday.

“Go Texan Day” will be on Friday, February 23, 2007. The JSC CCC festivities will include a hot dog lunch open to parents and an art contest. Hot dogs will not be cooked outside on a BBQ grill this year. Melanie S. will get judges for the art contest who will come to the CCC for an hour between 10a-12p. There will be no petting zoo this year due to the expense. However, parent volunteer, Amy E., will be bringing her horse to the CCC for the celebration.

Vision/Hearing Screening: Vision and hearing tests will be offered for children 3 yrs and older on Tuesday and Wednesday this week.

Committees Report

Education Curriculum: No report.

Fundraising:

Valentine Gift Baskets: The proceeds from the basket raffle to be held this Friday will be distributed as follows: For rooms 3-9, split between the room supplies (50%), the playground equipment (40%) and the JSC CCC future improvements fund (10%). For Rooms 1 and 2, split between the room supplies (90%) and the future improvements fund (10%).

Sippy Cup Golf Tournament: A questionnaire was emailed to the room captains today to solicit feedback on the proposed Sippy Cup Tournament now targeted to be held in October 2007. Since the fall is a busy time of year at the CCC, some activities may need to be shifted around to accommodate the tournament. The committee is considering having the tournament on Columbus Day and, potentially, opening the CCC for baby sitting to allow for parents to play.

Spring Festival: Plans for a spring festival at the CCC are in work. The event will include an ice cream social in which kids make ice cream and also kids/parents make their own sundaes. There will be a craft auction. The committee is looking for craft ideas to provide to the teachers in which they can use existing supplies already at the CCC.

Other:

A parent member has suggested looking into doing one big fundraising event for the school instead of having multiple events throughout the whole year. The committee is considering.

The committee is looking into fundraising vendors. Perhaps, including links to vendors on JSC CCC fundraising committee website. A portion of the profits from any items purchased through the vendors would go back to the school.

Melanie S. suggested fundraisers centered around selling a service that parents need. For instance, the spaghetti dinner fundraiser previously held on Halloween. Jennifer M. stated the problem with the dinner fundraisers has been getting volunteers to help assemble the dinners. A suggestion was made to get teachers to help and pay overtime or, perhaps, contracting a vendor to provide meals.

A parent asked a question regarding how much money the fundraising committee targets to raise annually. Jennifer M. stated \$10,000, at a minimum.

Standard Operating Procedures (SOP):

See "Policies and Procedures Board Member Report" below.

Newsletter and Webpage:

Liana is still seeking an SFEI member volunteer to take over as the CCC newsletter editor.

Minor updates have been made to the JSC CCC webpage. By the end of this week, some basic information on summer camp will be posted including dates, location and staff. Further information will be posted as soon as details are finalized.

Expansion:

An expansion committee meeting will be held today, February 15, 2007 at 4pm.

Room Reports**Room-1**

No report

Room-2

No report

Room-3

No report

Room-4

No report

Room-5

No report

Room-6

No report

Room-7

No report

Room-8

No report

Room-9

No report

Board Members' Reports

Policies and Procedures (Liana R.)

Kindergarten 2007 Registration: In-house Kindergarten registration (registration of children currently enrolled at JSC CCC) has been completed for the Fall 2007. 14 children are committed to be in the Kindergarten class by providing a non-refundable deposit. There is a potential for a 15th student from the Kindergarten waiting list. The remaining spots (target enrollment is 17 students) will be advertised in JSC Today. In addition, flyers will be sent out to the full membership for posting throughout the NASA and contractor communities.

Migration: In agreement with the CCISD calendar, August 27th will be the start of the 2007-2008 school year at the JSC CCC. Liana sent an email to all members with siblings on the wait list to confirm that they plan to enroll for the new school year. It appears that this 1st priority group will consume all student vacancies to start the 2007-2008 school year.

Summer Camp: Summer camp planning continues. The tentative dates are June 4 – August 21, 2007. These dates correspond to the camp starting 1 ½ weeks after CCISD summer break begins and finishing 3 days before CCISD summer break ends. The camp will be open to children ages 6-12. Summer Camp 2007 will be held at the Clear Lake Recreation Center. Because of the various activities available at the facility, there will not be as many field trips as there have been at previous SFEI camps. Use of the facility includes access to indoor and outdoor pools and the associated lifeguard staff. Additional information and registration forms will be posted to the JSC CCC website soon.

Standard Operating Procedures (SOP):

Liana requested a board vote on a number of SOP changes, as follows:

- Granting wait list points (resulting in increased priority) for the fundraising committee chair and the expansion committee chair. **APPROVED** with comment – allowing the fundraising committee chair to be any SFEI member, rather than a board member, requires a change to the SFEI By-Laws.
- Remove loophole in 2 methods by which a sibling gets priority on the wait list. **APPROVED.**
- Change wording regarding registration fee for Kindergarten to reflect what was actually done for 2007 enrollment. **APPROVED** with comment – Need to assess whether change in fee encouraged Kindergarten enrollment. If not, revisit.
- Unplanned closure due to hazardous weather occurs when *either* Center Director announces NASA closure or CCISD announces school closure. **DISAPPROVED.** New, more flexible, wording was proposed such as “when Center Director announces NASA closure or earlier as circumstances warrant, at discretion of JSC CCC Director.” Proposed policy should be reviewed with Bob M. Forward work is required to address CCC re-opening.
- Change infant wait list earliest enrollment date if date set to estimated birth date. This can result in an eligible child missing an opportunity to enroll if he/she was born early. **APPROVED.**

Treasurer (Miranda S.)

No report. Miranda was unable to attend meeting.

Secretary (Tammy G.)

Child Care Licensing and Accreditation: Tammy provided all change paperwork to the Texas Department of Family and Protective Services (TDFPS) to ensure that the JSC CCC remains licensed with the state agency under the new management staff.

Director Job Announcement: A job announcement for the director was drafted and posted in the local Bay Area Citizen, Pearland Journal and Friendswood Journal community newspapers as well as on the NAEYC website. These postings, in addition to word-of-mouth, resulted in several application submittals. Tammy will be posting the announcement to two more child care job websites.

Board of Director Elections: Board member elections will occur in the latter part of June for 3 (of 5) positions that will be opening up. Actual board positions and tasks are negotiated among the board members following the election. However, for continuity, the president position will be filled by one of the existing board members. Nominees are accepted up to 1-month prior to elections (nominations due by late May). If members are interested in running for the board, feel free to talk to any of the board members regarding the responsibilities. Nomination forms will be made available on the website and through Sylvia. Completed forms shall be submitted to a current board member. Board member nominees will be introduced at the SFEI annual meeting typically scheduled for the 3rd Thursday in June, from 11:30a-1p.

Secretary Absence: Tammy will not be able to support board activities in the month of March due to the birth of her twins expected in early March. This includes not being able to take minutes at the next board meeting.

Vice President (Debbie B.)

Annual JSC Safety Inspection: The annual JSC safety inspection of the JSC CCC was conducted on February 1, 2007. Safety officers walked through the JSC CCC facility looking for safety violations. The JSC CCC got a good report with no violations and several comments made about the neatness and cleanliness of the facility. Some suggestions were made that Dianna will be discussing and implementing with the staff. The official report is available through Debbie B.

Bi-Annual NASA Safety Audit: A group from NASA HQ came to the JSC on February 7, 2007 for their bi-annual safety audit. The CCC is included on the list of JSC facilities they audit. The group gave several kudos to the center including the use of security cameras, the orderliness in the rooms, the software used to track child immunizations and others. They also noted that they have seen continuous improvement at the facility over the years and that JSC CCC is an example for other NASA child care centers to follow. The group did make some suggestions regarding the posting and communication of evacuation plans, food service workers getting a Hepatitis A vaccine, process improvements for record keeping, fire equipment inspections, restricting access to the center at the playground gates, and others. The group will support implementation of their suggestions by tapping into NASA JSC resources including security, maintenance, medical clinic, etc. Some implemented suggestions will need to be referenced in the SOP.

VPP Audit: The next facility audit will be the Voluntary Protection Plan (VPP) audit scheduled to occur in early April. Debbie will be meeting with HR next week to discuss. Debbie is currently putting together some materials that will be useful in showing HR and the auditors what is done at the CCC to maintain a safe environment and promote safety to parents, children and staff. Debbie is currently soliciting ideas to incentivise the staff to make process improvements and contributions related to safety.

President (Melanie S.)

JSC CCC Director Search: ~10 applications were received for the JSC CCC Director position (the assistant director position was not advertised as staff restructuring is in work). Director interviews will begin next week.

By-Law Changes: General members and board members should review the SFEI by-laws as they see fit and prepare to discuss any proposed changes at the annual membership meeting in June for the subsequent vote in late June.

Member Walk-Ons

None.

Attendance:

BOD: Tammy G., Melanie S., Liana R., Debbie B.

SFEI Staff: Dianna R.

NASA Liason: (unable to attend)

Members: Gloria C., Jennifer M., Tim L., Lisa S., Teresa S.

The next meeting is scheduled for March 22, 2007

Note that due to board member conflicts, meeting will occur 1 week later than regular date/time.

Building 111 Conference Room – 11:30 AM - 1:00 PM